HP Visual Collaboration Desktop

Getting Started

HP Visual Collaboration Desktop v1.0

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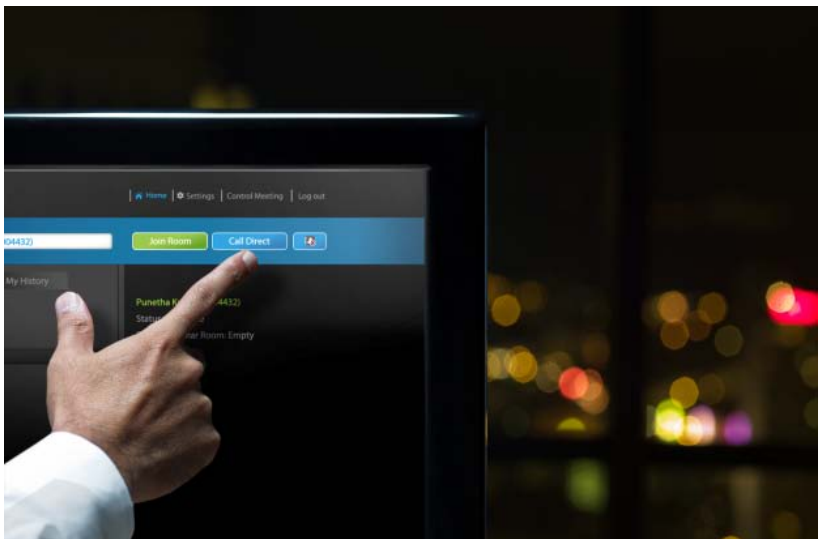
Getting Started

There are two versions of the HP Visual Collaboration Desktop:

- Visual Collaboration Desktop

  - Download the Desktop client from the Visual Collaboration website.
  - It can be installed on any industry-standard PC or laptop.

- Visual Collaboration Executive Desktop



  - The Executive Desktop runs on the HP Touchsmart platform

Getting up and running quickly

This section describes the following:

- Minimum system and hardware requirements
- Accessing Visual Collaboration website to get the Desktop software
- Installing and starting the Desktop client
- Configuring your speakers, microphone, and camera

System requirements

Recommended configuration (Windows) to encode 640p@15 fps/decode 720p@30 fps

- Microsoft® Windows® XP SP2, Vista, or Windows 7
- Intel® Core™ 2 Duo 2.4 GHz (or better), or Intel® Core™ i3 2.1 GHz (or better)
- 2 GB RAM
- System must support DirectX v9.0c or later and fully support both DirectDraw Acceleration and Direct3D Acceleration

Recommended configuration (Windows) to encode and decode 720p@30 fps

- Microsoft® Windows® XP SP2, Vista, or Windows 7
- Intel® Core™ 2 Quad 2.66 GHz (or better), or Intel® Core™ i5 2.4 GHz (or better)
- 2 GB RAM
- System must support DirectX v9.0c or later and fully support both DirectDraw Acceleration and Direct3D Acceleration

Hardware requirements

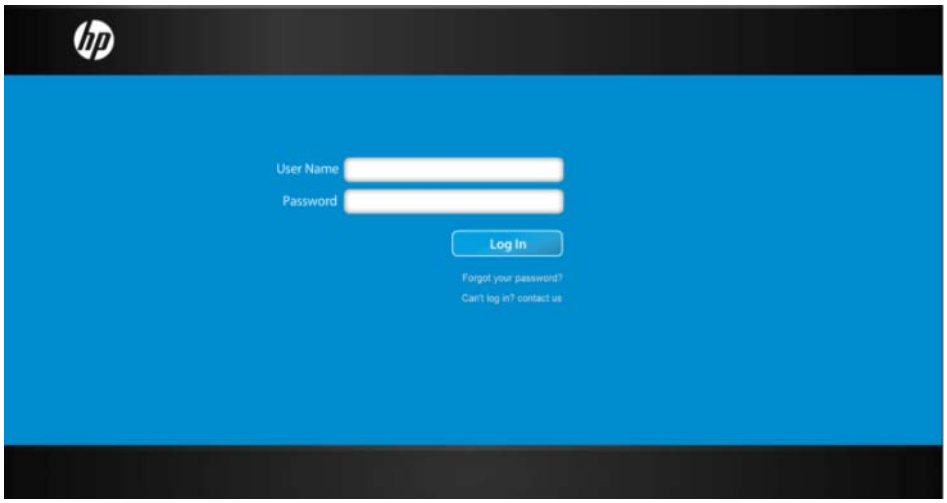
The following equipment is required to use Visual Collaboration Desktop.

- Industry-standard PC or laptop
- Camera
  - Logitech HP Pro Webcam B910 (recommended)
  - Logitech Pro Webcam 9000
  - Microsoft LifeCam
  - Cinema Web Cam
- Echo-cancelling headset
  - Logitech USB Headset H330 (recommended)
  - Plantronics Audio 480 USB Headset
  - HP PC Headset 860
  - Microsoft Lifechat LX-3000 Headset
- Optional speaker phone
  - ClearOne Chat 50 Speakerphone (recommended)

Accessing the Visual Collaboration user portal

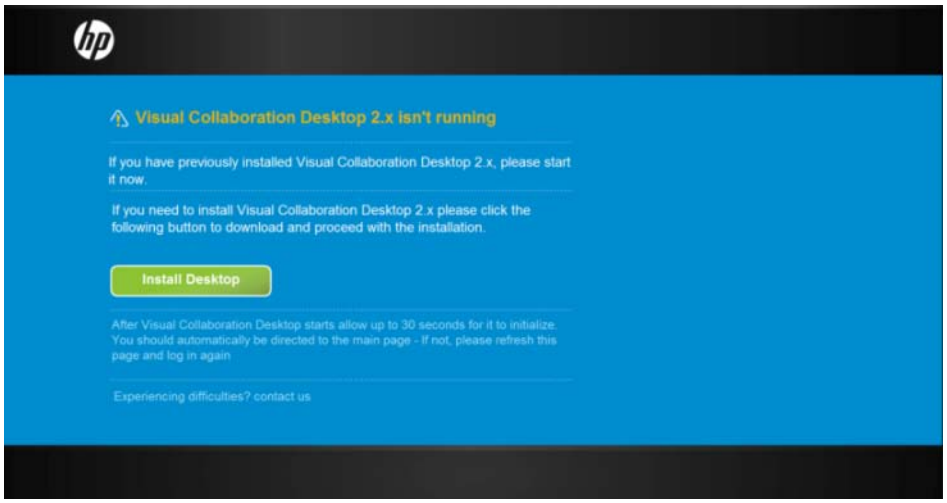
When your system administrator adds you as a Visual Collaboration user, you will receive an email with your User Name, Password, and a URL to access the website.

1. Open a web browser.
2. Browse to the address you received from your administrator.
3. Enter your user name and password, and then click **Log In**.



The first time you log in to the website, you are prompted to install the software. Later on, if there is an upgrade available, you will be prompted to upgrade.

The latest software is always available on the web.



Installing the software

Before you install the Desktop client software, install the headset and camera according to the instructions that came with the devices.

The first time you log in, you will see a message that Visual Collaboration Desktop is not running.

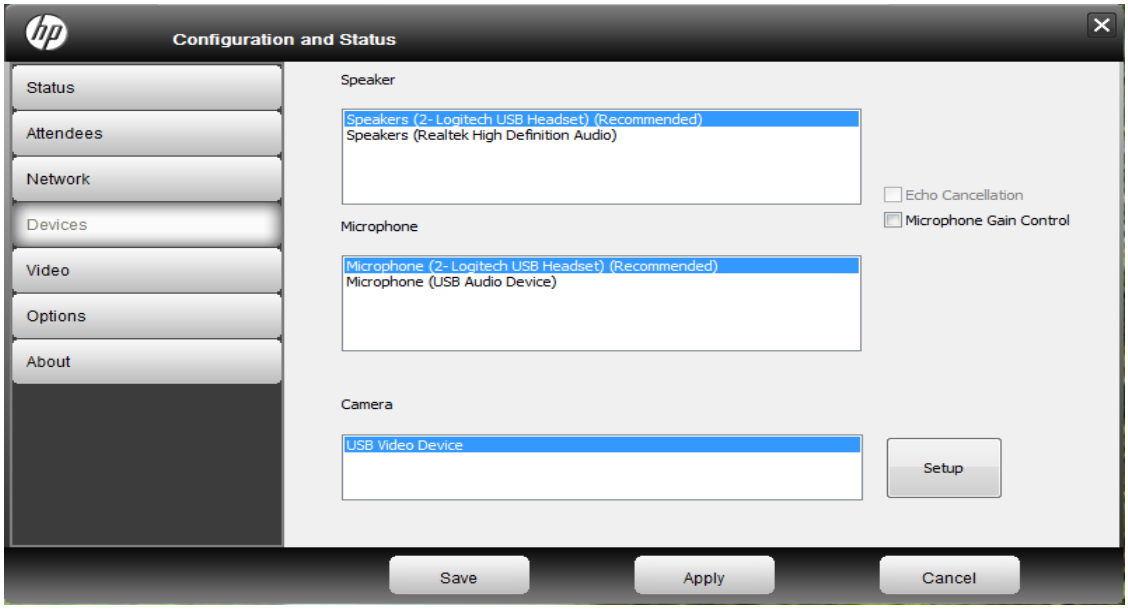
1. Click **Install Desktop** to start the Installation Wizard.
2. When prompted, click **I Agree** to accept the license agreement.
3. When installation is complete, click **Finish** to close the installer.

   The Desktop icon appears in the system tray.

Selecting devices

You need to select the appropriate speaker, microphone, and camera devices for Visual Collaboration Desktop to work properly.

1. Right-click the Desktop icon in the system tray, and then click **Configuration**.
2. Select your devices from the list of installed devices.
3. Click **Apply** to apply the devices.



Setting up Meetings

Use the HP Visual Collaboration Portal to start meetings with another participant or group of participants, invite participants by email, and join a meeting started by someone else.

Sending and receiving meeting invitations

This section describes the following:

- Starting the Desktop client
- Sending meeting invitations
- Joining a meeting as a registered user
- Joining a meeting as a guest user
- Starting the meeting.

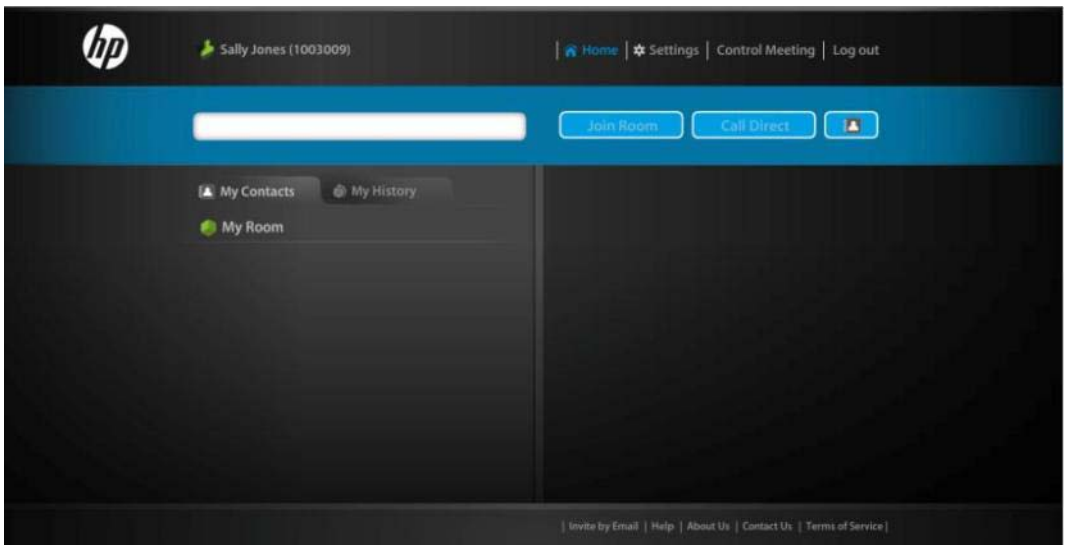
Before you begin

If the Desktop client is not already running, start it before you access the web interface.

1. Click **Start**.
2. Click **All Programs**.
3. Click **HP Visual Collaboration**.
4. Select **Visual Collaboration Desktop**.

   The Visual Collaboration Desktop icon appears in the system tray.
5. Right-click the icon in the system tray, and then click **Place a Call**.

The Visual Collaboration Home Page opens. This is the meeting "Command Center" and where you start, join, and manage meetings.



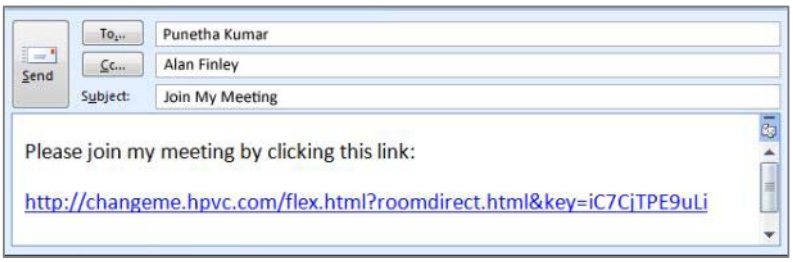
Inviting participants to a meeting

You can invite participants to a meeting by sending a room link via email.

NOTE: Participants do not have to be a Visual Collaboration registered user. You can invite "Guest" users who do not have the Desktop client installed.

1. Right-click the Desktop icon in the system tray, and then click **Place a Call**.
2. Select the **Invite by Email** link at the bottom of the Home page.

   If you are prompted to create a link to your meeting tab, select **OK**.
3. Enter the email addresses of your attendees, and then click **Send**.

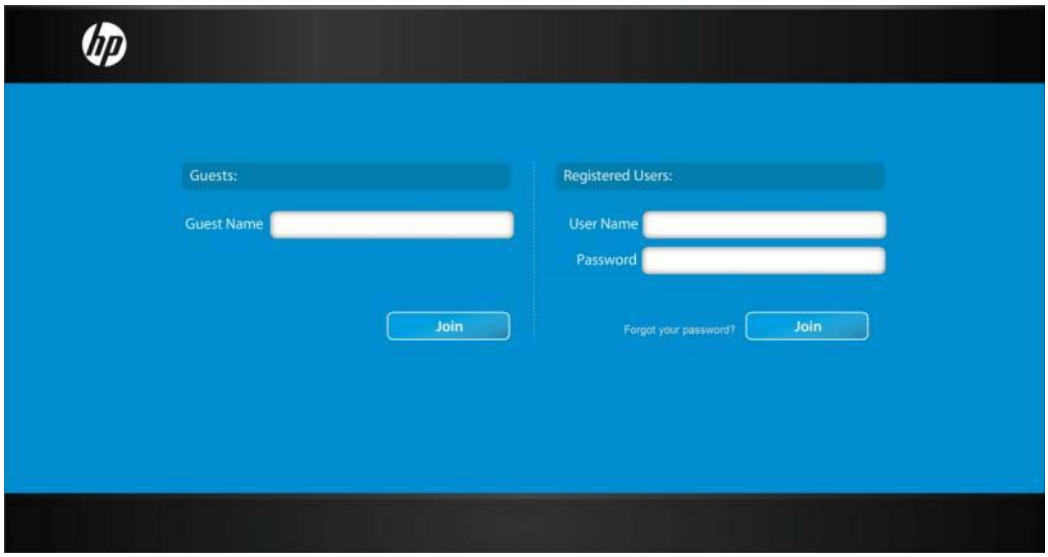


Joining a meeting as a registered user

To accept a meeting invitation as a registered user, do the following:

1. Click on the link in the email invitation.

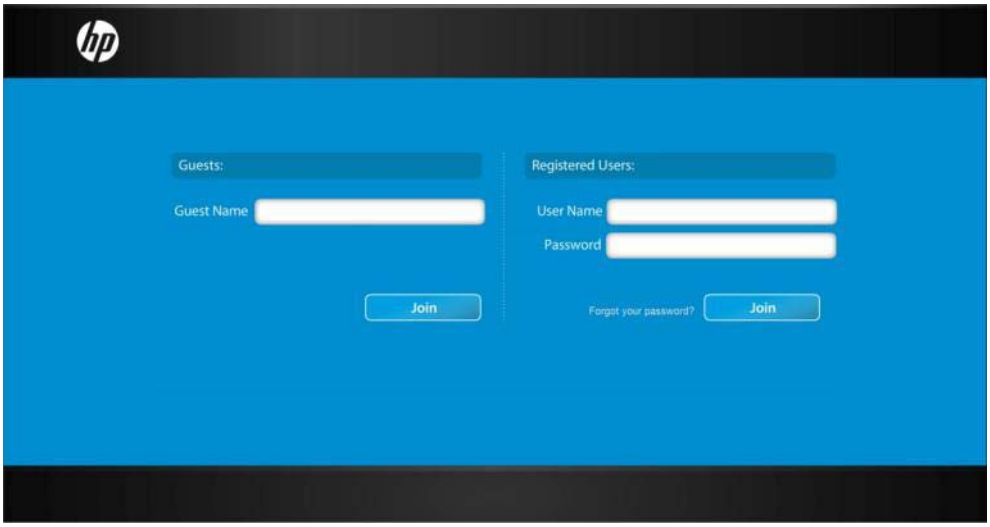
   The meeting log-in screen appears.
2. Enter your User Name and Password, and then click **Join**.



Joining a meeting as a guest

To accept a meeting invitation as an unregistered guest, do the following:

1. Click the link in the email.
2. Enter your name in the **Guest Name** field, and then click **Join**.



3. If you are prompted, install Visual Collaboration Desktop 2.x.
   a. Select **Install Desktop**.
   b. Select **Run** twice.
   c. Follow the instructions in the installation wizard.
4. Select the camera, microphone, and speakers to use for the meeting.

NOTE: If you are using a headset, select it instead of microphone and speakers.

5. Select **Save**.

The meeting begins in the HP Visual Collaboration Desktop. If you are the first participant to enter the meeting, you will only see yourself.

When inviting guest participants

- Create one meeting link for all guests.
- The meeting link grants access to your meeting room only.
- Guests do not require user names or passwords.
- Guests can join your room before you start the meeting.

Starting a meeting

After you invite your participants, you should enter your meeting room and wait for others to join you. You do not have to be in the room first for others to enter it.

1. Click **My Room**.
2. Click **Join Room**.

Managing the Meeting Environment

Managing layout, share, and view options

Meeting controls appear at the top of the participant window. The meeting controls allow you to manage layout, to share and view content, and to control the volume.

Viewing participants

In **Preferred** mode, the speaker (or last speaker), appears largest on the screen. To toggle **Preferred** mode on or off, click the **Layout** button.

Maximum viewing capacity

To select a specific number of participants to view, click the drop-down arrow on the **Layout** button. The maximum number of participants that can be viewed is eight, plus self-view.

Layout controls

Click this . . .	To do this . . .
	Click the **Layout** button to switch between preferred and non-preferred view mode. Click the **Down arrow** to select a specific number of participants to view.
	Show meeting in full-screen view

Sharing content

Select the **Down arrow** button to select an application or screen to share.

Share and view controls

Use the following controls to manage what you and other participants see during a meeting.

Click this...	To do this...
	Maximize the meeting window to full-screen view.
	Click the **Down arrow** to select the application or display to share. Click the **Share** button to toggle sharing on and off.
	Click the **Toggle Share** button to cycle through shared content. Click the **Down arrow** to select a specific shared view.
	Turn self- view on or off. Allows you to see an image of yourself or not.
	Turn your camera on or off. Mutes your video so that others do not see you. Does not mute audio.

Volume and camera controls

Use the following controls to set your speaker and microphone volume.

Click this…	To do this…
	Click the **Speaker** button to mute and unmute your speakers. Click the **Down arrow** to select a volume level.
	Click the **Speaker** button to mute and unmute your microphone. Click the **Down arrow** to select a volume level.

Leaving and ending a meeting

You can leave a meeting using the meeting toolbar in the HP Visual Collaboration Desktop.

- Right-click the Desktop icon and select **Disconnect**.

If this is a meeting with one other participant, the meeting ends when you disconnect. If this is a meeting with three of more participants, the meeting ends when the last participant leaves.

Getting help and more information

If you have problems installing or using the Desktop client, contact your company's Help Desk. To get the complete HP Visual Collaboration Desktop User's Guide, go to:

www.hp.com/go/visual-collaboration-documentation